

City and County of Honolulu
Department of Planning and Permitting
Instructions for Filing a
SUBDIVISION APPLICATION

(Includes consolidation, designation and cancellation of easements)

With your completed application form, please submit:

1. Drawings/Plans

- a. Fifteen (15) copies of the required preliminary or final map prepared in accordance with Sections 2 and 3 of the Subdivision Rules and Regulations.
- b. Slope maps clearly designating areas with slopes 40% or greater by shading, coloring, or other means, before and after any proposed grading. The application documents shall clearly state where there is no proposed grading work and if there are no areas within the subdivision with slopes 40% or greater.

2. Fee

\$400.00 plus \$100.00 per lot (exclude roadway lots, cemetery lots, and easements). No fees are required for subdivision by a public agency. Checks are to be made payable to City and County of Honolulu. Fees are non-refundable.

3. Additional Info.

- a. RECORDED FEE OWNER is the person(s) or corporate entity that owns the land in fee simple.

APPLICANT is the person(s) or entity proposing the action. It may be the recorded fee owner or lessee.

AUTHORIZED AGENT is the person who is processing the permit(s). This is whom the Department will contact for additional information. He/she may be the recorded fee owner, applicant, project architect, engineer, surveyor or contractor. For government agencies, the authorized agent is the contact person for the project.

NOTE: All recorded fee owners must either 1) sign the application under "Recorded Fee Owner" or 2) attach a separate letter to the application signed by all recorded fee owners authorizing both the action proposed and their agent's authority to act on their behalf.

- b. For applications which adjoin a State right-of-way, please submit a pdf of the preliminary map via email to dppsubdivision@honolulu.gov and indicate "New Application" and the project's Tax Map Key(s) in the subject line.
- c. To avoid errors or delays, supply all required information. Fill in all blanks clearly, concisely, and completely and sign the application.
- d. For additional information or the requirements and procedures involved in the processing of subdivision/consolidation applications, please refer to "Guidelines on Processing a Subdivision Application" contained on the department's website at www.honolulu-dpp.org/ApplicationsForms/SiteEngineeringandSubdivisionPermits
- e. For information on how to complete your application, please call the Subdivision Branch at 768-8100.

“Excerpt from Subdivision Rules and Regulations”

SECTION 2. PRELIMINARY MAP

Section 2-201. Requirements.

- (a) A preliminary map filed with the Director shall be prepared by or under the supervision of an engineer or surveyor.
- (b) The preliminary map shall be of one of the following sizes, in inches: 10 x 15, 15 x 21, 21 x 32, 30 x 36, 36 x 42, or 42 inches wide with restriction as to length. The map shall be prepared and drawn according to one of the following scales: 10, 20, 30, 40, 50, 60, 100, 200, 300, 400, 500, 1000, 2000, 3000, 4000, or 5000 feet to an inch. When more than one sheet is required, an index sheet of the same size as the other sheets shall be filed showing the entire subdivision on one sheet with block and lot numbers.
- (c) The preliminary map shall include the requirements set forth below and shall clearly show all or as much of the following information as the Director may require:
 - (1) Name, address, and signature of owner or owners of the land to be subdivided, the subdivider, and signature and stamp of the engineer or surveyor. If the preliminary map is not signed by the owner or owners, the preliminary map shall be accompanied by a certificate or letter from the owner stating that the subdivider is an authorized agent of the owner of the land.
 - (2) Date, north arrow, scale, tax map key, geographic locations and subdivision description. The proposed name of the subdivision shall not duplicate nor resemble the name of another subdivision in the City. It shall be subject to approval by the Director.
 - (3) Where a subdivision is otherwise difficult to locate by tax map key or existing streets, show the location of the subdivision in relation to the entire tract and the surrounding area and the names and locations of subdivisions immediately adjacent to it.

In an area which is subdivided in increments, the preliminary map shall be accompanied by an overall development plan of the total area showing general data of future streets and topography.

In a subdivision which may reasonably be expected to be resubdivided in whole or in part at some future time, there shall be shown in dotted lines on the preliminary map a plan of any possible future subdivision and street extensions under the provisions of these rules and regulations.

If the preliminary map covers a larger tract or parcel of land than shown on the final map, the preliminary map shall constitute only that portion in conformity with the final map approved by the Director. Each portion of a preliminary map shall constitute a separate and distinct map in conformity with each and every final map submitted for approval to the Director and each final map so submitted shall be considered a new application.
 - (4) Lot layout and approximate dimensions, lot width, lot number of each lot, area of each lot, total number of lots, and total area of the proposed subdivision.
 - (5) The features of the General Plan and Development Plan, the General Plan land use designation and the existing zoning on and adjacent to the subdivision.
 - (6) Locations, names, dimensions, approximate gradients and radius of curves of existing and proposed streets with and adjacent to the subdivision; approximate location, area, dimensions of existing and proposed easements; existing drainage facilities; method of sewage disposal; and the source of water supply.
 - (7) Approximate location of areas subject to inundation or storm water overflow, and of all areas covered by waterways, including ditches, gullies, streams, and drainage courses within or abutting the subdivision and dangerous areas and features such as slide areas or falling boulder areas, likely to be harmful to the proposed subdivision or the surrounding area. Possible Flood Area designation in accordance with Article 12 of Chapter 14, R.O. 1990, as amended.
 - (8) Existing contours at vertical intervals of five feet where the slope is greater than ten percent, and not more than two feet where the slope is less than ten percent and the finished condition to be achieved by the proposed grading to be shown by contours, cross sections, spot elevations or other datum.

Approximate location and general description of any historical, or significant landmarks or other natural features, and trees with a trunk diameter of 12 inches or more at 5 feet above ground, and an indication as to the proposed retention or disposition of such features.

- (9) Show existing improvements including buildings and their locations in relation to existing and proposed street and lot lines, the dimensions to street and lot lines, and the uses and height of existing buildings or structures, if they are to be retained. Indicate if the buildings or structures are to be demolished.
 - (10) Proposed use of the lots whether for parks, open spaces, single-family dwellings, multifamily dwellings, hotel, business, industrial, or other purposes, and existing parks, and other public places or spaces with adjoining properties.
 - (11) Location, with notations, and the sizes of all parcels of land, including streets, improvements, facilities, and easements proposed to be dedicated to the City, or whether the streets, improvements, facilities, and easements are to remain private.
 - (12) Shoreline setback in accordance with the Shoreline Setback Rules and Regulations of the City.
- (d) After review of the preliminary map by the Director, other information such as existing and proposed sewers, water, drainage facilities, street trees, street lights, gas, electric and telephone conduits or lines and other utilities within and adjacent to the subdivision, together with invert elevations based on City datum, or reports such as soils report or drainage study, as may be required by the Director or upon recommendation of the Chief Engineer, Traffic Engineer or manager, shall be furnished. Information not practical to be shown on maps shall be furnished in a written statement accompanying the maps.

SECTION 3. FINAL MAP

Section 3-301. Requirements.

- (a) A final map filed with the Director shall be prepared by or under the supervision of a surveyor.
- (b) Size and scale of the final map shall be as required under Section 2-201 of these rules and regulations. A final map which affects Land Court lands shall comply with requirements of the Land Court.
- (c) The final map shall include the requirements set forth below and any additional information which the Director may require:
 - (1) Name of the owner or owners, and stamp and signature of the surveyor.
 - (2) Date, north arrow, scale, tax map key, geographic location and subdivision description.
 - (3) Subdivision boundary lines, right-of-way lines, lot lines with true azimuths and distances, radii, points of curvature, and the lot area with lot identification and total area of the subdivision.
 - (4) Easements, denoted by fine broken lines, clearly identified with area, widths, lengths, and azimuths, and sufficient title thereto to definitely locate and identify the easement.
 - (5) The map shall be accurately surveyed, coordinated to City and County street monuments and government survey triangulation stations and permanently monumented on the ground with adequate monuments of a permanent nature.
 - (6) Reference points of existing surveys shall be identified and all other monuments found or established in making the survey of the subdivision.
 - (7) Approved street names.
 - (8) Shoreline setback in accordance with the Shoreline Setback Rules and Regulations of the City.
 - (9) Stream and other setback lines and minimum floor elevations for structures.
 - (10) Possible flood area designation and encumbrances in accordance with Article 12 of Chapter 14, R.O. 1990, as amended.
- (d) The final map shall conform substantially to the preliminary map given tentative approval and the Director may disapprove a final map which does not so conform. At any stage of the subdivision application, any proposed revision to the preliminary map shall be submitted in writing to the Director for his approval.